

# **WATERSHED PROTECTION SPECIALIST**

**GRADE: 6**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Watershed Protection Specialist is a part time (up to 25 hours per week) position that performs entry level technical, policy and administrative work that will enhance overall watershed health and water quality. The position implements City-wide ordinances, programs and policies, and supports City efforts to comply with applicable federal and state environmental laws, rules and permits related to environmental issues. While much of the work is performed in an office setting, the job also includes fieldwork that may be somewhat physically demanding. The work is operational in nature and is subject to technical or programmatic guidance from the Chief of Environmental Management and other Division staff.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- City employees, from the moment you are hired, you are expected to:
- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Be willing and able to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Be able to assess your work performance or the work performance of the team.
- Plan and organize your work, time and resources, and if applicable that of subordinates.  
Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.  
Communicate effectively with peers, supervisors, subordinates and people to whom service is provided. Understand and value differences in employees and value input from others.
- Report to work on time consistently and always have work assignments prepared on schedule. Display behavior that is consistently positive with regards to work, be respectful of others and be willing to accept constructive criticism.

## **EXAMPLES OF DUTIES:**

- Conducts stream surveys and elicits discharge evaluations on City waterways.
- Conducts site visits at commercial entities and multi-family dwellings
- Develops and maintains a volunteer stream-monitoring program.
- Develops and implements public outreach and education programs.
- Encourages civic organizations and neighborhood groups to participate in the City's Adopt-a-Stream program.

- Schedules and coordinates community stream cleanup events.
- Coordinates the deployment of storm drain identification markers across the City.
- Expands GIS data layers covering stormwater drains.
- Reviews and evaluates environmental performance award nominations.
- Assists in the preparation of proposed ordinances, regulations, policies, guidance and training materials for employees, businesses and residents.
- Supports the Rockville Environment Commission.
- Conducts regulatory and technical research and summarize findings.
- Prepares draft analysis and reports.
- Prepares draft PowerPoint presentations.
- Evaluates grant proposals to the City and assist in preparing grant applications for the City.
- Prepares draft analyses and reports.
- Performs other duties as assigned by the Chief of Environmental Management

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to an Associate's degree from an accredited college or university with course work in environment science, environmental studies, environmental engineering, outdoor education, environmental education, natural resource management or related areas; and possession of a valid driver's license.

### **Preferred Knowledge, Skills, and Abilities:**

- Strong written and verbal communication skills.
- Strong collaboration and team skills.
- Analytical or critical thinking skills.